

Time Management: 18 Minutes



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Time management is an important skill; at different points in your life, you may manage more things than you can handle. This sheet lists several techniques that can be implemented in your daily life to help you better manage multiple responsibilities.

18 Minutes

Every morning, take 5 minutes to decide what you need to do to make today successful.

- What tasks do you want to accomplish for today and today only? Make sure they are realistic goals that you can accomplish, though! If you have a long-term goal, what can you do today to further yourself to fulfill that goal?
- Take one minute to reflect during the work day (usually 8 hours). Ask yourself if you spent your last hour productively. Then, look at your calendar and deliberately recommit how you will use the next hour.
- Manage your day hour by hour. Don't let the hours manage you.
- At the end of the day, before going to bed, take another 5 minutes to evaluate how you did today. Did you accomplish the tasks you set earlier that morning?
- Ask yourself three sets of questions:
 - 1) How did the day go? What success did I experience? What challenges did I endure?
 - 2) What did I learn today? About myself? About others? What do I plan to do—differently or the same— tomorrow?
 - 3) Whom did I interact with? Anyone I need to update or thank? Ask a question of? Share feedback?
- If you do the same thing in the same way over and over again, the outcome is predictable.

Peter Bregman developed this time management exercise.